



COLLEGE *of*
CHARLESTON

GRADUATE SCHOOL
UNIVERSITY OF CHARLESTON, S.C.



INTERNATIONAL MBA APPLICANT INFORMATION 2017

MEMORANDUM

TO: International MBA Applicants
FROM: Susan L. Hallatt, Director of Graduate Admissions
RE: Application Requirements

Thank you for your interest in the Graduate School of the University of Charleston, South Carolina (UCSC) - the College of Charleston and our Global MBA program. Since you are an international applicant, there are some additional requirements you must fulfill in order to complete your degree-seeking application.

The following original documents (or copies in the case of visa documents) must be received by the Graduate School (UCSC) before your application file will be considered by the Admission Committee:

1)	Credential evaluation (course by course) of all non-U.S. college or university transcripts*
2)	Official scores from tests for English Proficiency (TOEFL® or IELTS).
3)	Information about your current visa (see page 5 for details)

When you apply to the MBA program, your information will be immediately forwarded to the Office of International Education. That office will handle your visa application after you are accepted.

The MBA's application requirements are included on page 3. When we have received the additional international packet materials, along with all regular application criteria outlined on page 3, your file will be routed to the admissions committee for a decision. If you are admitted to the MBA program, you will be sent an acceptance package including an Acceptance of Offer form. When you return this form to the Graduate School (UCSC) confirming your intentions to enroll, a copy of your acceptance material will be sent to the Office of International Education on your behalf. That office will then take the necessary steps to issue your I-20 form to you so that you may obtain a student visa.

Please do not hesitate to contact me at 1 (843) 953-5614 or hallatts@cofc.edu with any questions regarding the admissions criteria or the application process. If you have any questions regarding the student visa application process, please contact Melissa Ochal in the Center for International Education at ochalm@cofc.edu or visit their website at <http://international.cofc.edu/>. For specific information regarding the MBA program, contact Karen Salem at 1 (843) 953-8112, salemk@cofc.edu.

**Students from Xiamen University will not have to provide a credential evaluation of their transcript, as the College of Charleston has an established relationship with that university.*

Deadline for Completed International MBA Applications

The deadline for International MBA applicants is April 1, 2017 to start Fall 2017.

APPLICATION REQUIREMENTS

Master of Business Administration

Submit completed online application form and \$50 application fee

Official transcripts from all previously attended colleges and universities. Transcripts must be submitted in sealed envelopes with the stamp or seal of the institutions' Registrar on the flap.

Two letters of recommendation online submission preferred, otherwise they must be submitted in sealed envelopes with the reference's signature on the flap.

Statement of Goals to explain how you perceive this program fits into your career goals and choices. Limit of 300 words.

Resume

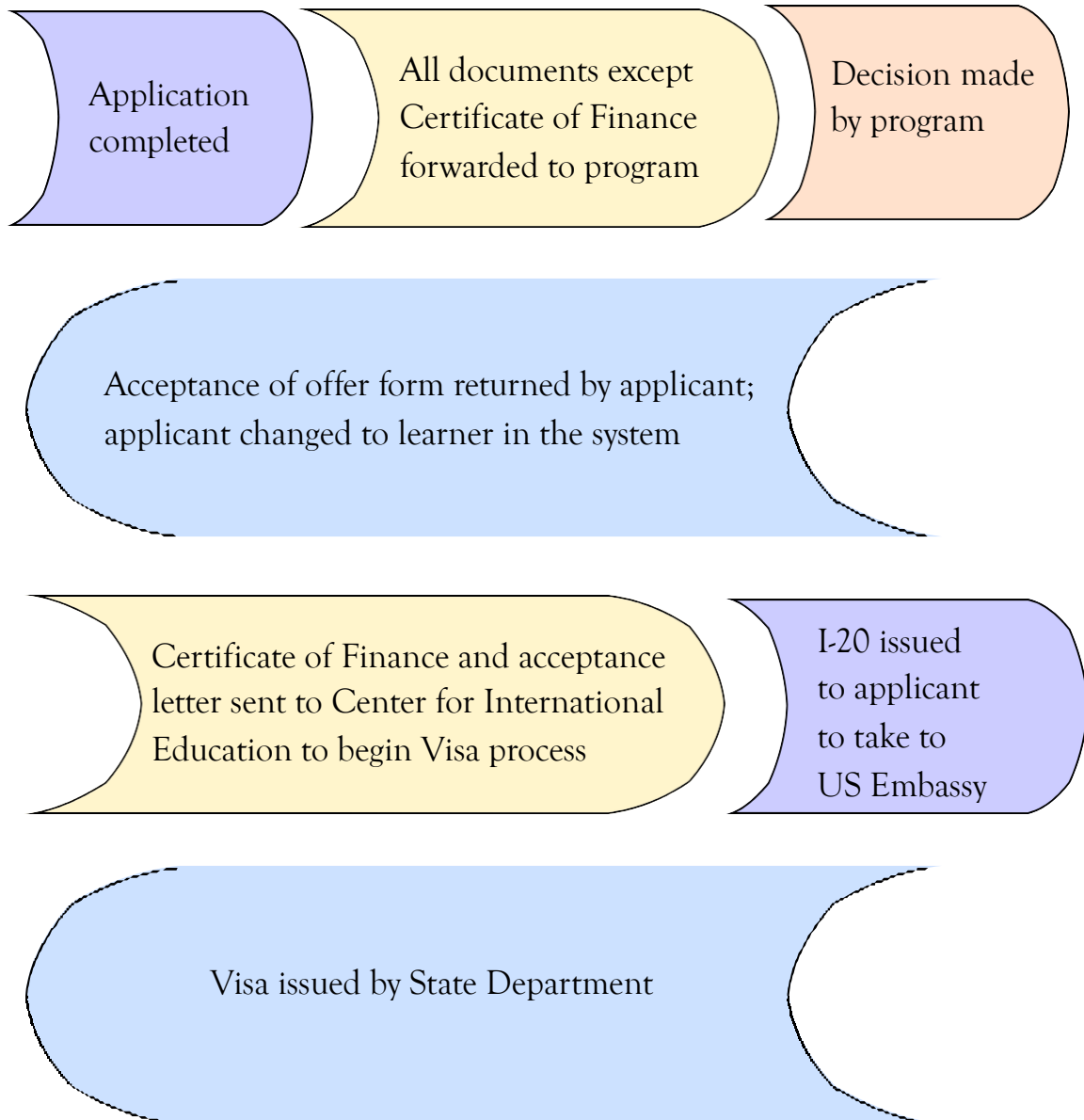
Official Entrance Exam Scores from the GRE, GMAT or MAT. Scores must be submitted directly from the testing body. Our school code is 5113.

Official TOEFL or IELTS scores must be submitted if primary language is not English. Our school code is 5113.





Admissions Process Timeline*



* Those applicants who may require additional English Language training will follow a slightly different timeline. Information on the ELI timeline is found on their website at <http://sps.cofc.edu/english-proficiency/>.

US VISA INFORMATION

If you are a foreign national and are seeking to further your education in the United States, you will require a visa for your stay. This process can be complex and sometimes confusing. Our Center for International Education has an excellent website ([International Education and Programs](#)) which can address many of your questions about obtaining a visa to come to our University to study. For more direct information, please contact Melissa Ochal, Associate Director of International Education, at 1 (843) 953-7822, ochalm@cofc.edu.

If you already have a visa, you must provide to us a copy of it and any pertinent documents relating to your visa with your application. *Be sure to complete that section of the application for international students with this information as well!*



CREDENTIAL EVALUATION SERVICES

What the College of Charleston Requires

Any international applicants to the MBA program at The Graduate School of the College of Charleston who attended a university other than Xiamen University in China are required to have their official university transcripts showing coursework, degrees received, marks, etc. sent to one of the credential evaluation services listed on page 7 as soon as possible.

Some of the information needed by MBA program from the evaluation service includes:

- An assessment of the degree you earned in relation to its equivalency to a U.S. degree such a baccalaureate, master's etc.
- An assessment of your grade point average in relation to the U.S. grading system of A = 4.0, B=3.0, etc.

International applicants are encouraged to contact the evaluation services listed by telephone or email, or visit their website for information on fees and kinds of services.

What the Credentialing Service Requires

You must provide the following to the evaluators:

- Clear and legible, original OR certified/notarized (attested) photocopies of all "original" educational documents.
- All foreign language (non-English) documents must be accompanied by a certified English translation. These translations **MUST** be complete, literal, word-for-word, and in the same format as the original document. Names of degrees, diplomas, and/or certificates should appear in the "**native language**" and **not** be translated into U.S. terms such as B.A., M.S., etc.

When submitting to one of the evaluators listed, be sure to use that service's guidelines (available on their websites) when preparing your documents.

CREDENTIAL EVALUATION SERVICES

World Education Services, Inc.

Tel: 212-966-6311

E-mail: info@wes.org

Bowling Green Station

PO Box 5087

New York, NY 10274-05087

Educational Perspectives

Tel: 312-421-9300

E-mail: info@eduperspective.org

PO Box 618056

Chicago IL 60661-8056

Educational Credential Evaluators

Tel: 414-289-3400

E-mail: eval@ece.org

PO Box 514070

Milwaukee WI 53203-3470



ENGLISH LANGUAGE PROFICIENCY EXAMINATIONS

Who must take an English Language Proficiency Examination?

- If English is not your native language then you must take a standardized test of English language proficiency. Currently, we accept either the TOEFL® (Test of English as a Foreign Language) or the IELTS (International English Language Testing System).

Who MAY BE considered to be exempt from taking the examination?

- Foreign nationals who have acquired an undergraduate degree from an accredited college or university in the United States or foreign nationals whose undergraduate degree was delivered in English.

Where do I find out about taking one of the accepted examinations?

- You can find out more about taking the TOEFL® by visiting the Educational Testing Service website at <http://www.ets.org> and clicking on the TOEFL® link.
- For information about the IELTS, visit <http://www.ielts.org>.

What scores must I achieve when taking an examination?

The Global MBA program requires an overall band score for the IELTS is 6.5 (academic format only).

The Global MBA program requires a minimum score for the TOEFL® of 83.

What if my scores fall below the minimum required?

- Depending on your score, you might be eligible for our English Language Institute. For more information on ELI, visit their website at <http://sps.cofc.edu/english-proficiency/>.

How soon should I take the examination?

- You should take the examination at least one year prior to the term in which you wish to begin taking classes.

How do I have my scores sent to the College?

- You must give our school code to the testing service in order to report your scores: 5113.